

ASSIGNMENT 5

Textbook Assignment: “Registered Mail,” chapter 7, pages 7-1 through 7-26.

- 5-1. Registered mail provides which of the following benefits?
1. Incorporates a system of receipts to monitor its movement
 2. Evidence of mailing and delivery
 3. Security for valuable and important mail
 4. All of the above
- 5-2. At what class of postage must an article be prepaid before it may be registered?
1. First-Class mail
 2. Priority mail
 3. Both 1 and 2 above
 4. Standard Mail
- 5-3. An article will not be registered if the item consists of two or more pieces that are tied or fastened together unless the pieces are in the same envelope or wrapper.
1. True
 2. False
- 5-4. Which of the following factors determines the fee for registering an article?
1. Weight of the article
 2. Distance the article is to be sent.
 3. Amount of ordinary postage required
 4. Declared value of the article
- 5-5. If a registered article is lost, what maximum amount of indemnity may be paid to the mailer?
1. \$10,000
 2. \$15,000
 3. \$20,000
 4. \$25,000
- 5-6. When the value for a registered article is declared, which of the following items is/are considered a nonnegotiable instrument?
1. Money
 2. Gems
 3. Income tax check
 4. Stereo equipment
- 5-7. Which of the following items may be accepted for registration?
1. A letter enclosed in a self-sealing envelope
 2. A package sealed with masking tape
 3. A transparent panel envelope containing \$20 in cash
 4. A package sealed with either paper or cloth tape

5-8. Which of the following procedures applies to the assignment of registration numbers?

1. Numbers are allotted by the U.S. Postal Service and are preprinted in an OCR readable print with the letters RR followed by nine digits and end with the letters US
2. Numbers are prepared locally and begin with the number 1 on the first day of the fiscal year
3. Numbers are assigned by the Navy Department and commence with the number 1 on the first day of the calendar year
4. None of the above

5-9. Which of the following services may a mailer request along with registration if any?

1. Return receipt
2. Restricted delivery
3. Both 1 and 2 above
4. None of the above

5-10. During what stage of the registration transaction is the article considered registered?

1. After a completed PS Form 3806 has been issued to the customer
2. After the customer completes the lower half of the PS Form 3806
3. After the accepting clerk completes the upper half of PS Form 3806
4. After the accepting clerk enters the registered number on PS Form 3806

5-11. When postal insurance is requested for registration, what block is checked on PS Form 3806?

1. Block 5
2. Block 2
3. Block 6
4. Block 4

5-12. The stamps on registered mail should be canceled with what equipment?

1. The all-purpose dating stamp
2. The postmarking stamp
3. The oval canceller
4. The canceling machine

5-13. Registered mail letters are postmarked on the back at least how many times?

1. One
2. Two
3. Three
4. Four

5-14. To recall a registered article after dispatch, what information should the mailer furnish the Postal Clerk?

1. The names and addresses of the mailer and addressee and the date mailed
2. The names and addresses of the mailer and addressee, the registration number, and the date mailed
3. The date mailed, the registration number, and the fee and postage charge
4. The names and addresses of the mailer and addressee, the date mailed, and the value of the article

REFER TO FIGURE 7-6 OF YOUR NRTC WHEN COMPLETING QUESTION 5-11.

- 5-15. If a registered letter with a return receipt is recalled by the mailer before delivery, which, if any, of the following refunds is/are allowed?
1. The return receipt fee only
 2. The registration fee only
 3. The return receipt and registration fee
 4. None of the above
- 5-16. What is the highest level of classified material authorized shipment by registered mail if any?
1. Secret
 2. Top Secret
 3. Confidential
 4. None of the above
- 5-17. Registered mail can only be transported from overseas activities on which of the following types of air carriers?
1. Scheduled U.S. commercial passenger nonstop flights
 2. All-cargo aircraft
 3. AMC aircraft
 4. All of the above
- 5-18. When receiving registered mail by Navy military aircraft, you should be at the airport what minimum amount of time before the departure of the aircraft?
1. 1 hour
 2. 2 hours
 3. 3 hours
 4. 4 hours
- 5-19. Which of the following types of forms is/are used to receipt for registered mail?
1. PS Form 3854 only
 2. PS Form 3877 only
 3. PS Form 3854 and PS Form 3877
 4. PS Form 3813P
- 5-20. Volume mailers assign and account for registered articles by using what PS form?
1. PS Form 3806
 2. PS Form 3833
 3. PS Form 3854
 4. PS Form 3877
- 5-21. In the event the mailer has made a mistake in preparing PS Form 3877, a registry clerk should take what corrective procedure?
1. Change the incorrect registration number by writing over it only
 2. Draw a line through the incorrect number and rewrite the correct number only
 3. Draw a line through the incorrect number, initial the change, and make the correct entry
 4. Change the incorrect registration number by writing over it in the presence of the mailer
- 5-22. Official mail should be separated from personal mail in the processing of outgoing registered mail when what situation occurs, if ever?
1. The volume of personal mail warrants this procedure
 2. The standpoint scheme dictates this type of processing
 3. The use of FMC transportation requires this procedure
 4. Never
- 5-23. Concerning the mailbag equipment used to dispatch outgoing registered mail, which of the following statements is correct?
1. Any hole or tear in the mailbag renders the bag unusable
 2. A mailbag with a hole smaller than a 50-cent coin may be used
 3. A mailbag with a tear less than 6 inches long may be used
 4. A pouch with a worn or defective strap may be used

5-24. When preparing a registered mail pouch for dispatched, a military post office should use what PS form as an inside bill?

1. PS Form 3851
2. PS Form 3852
3. PS Form 3853
4. PS Form 3854

5-25. When a registry manifold bill is completed for the dispatch of registered mail, which of the following procedures is NOT correct?

1. The bill should be prepared by using a lead pencil
2. The bill should be prepared by using a ball-point pen
3. If an error is made during the preparation of the bill, draw a single line through the incorrect entry and initial the change
4. The bill should be completed in duplicate for a numbered seal pouch

5-26. What letter, if any, is used to indicate the last page of a dispatch that requires more than one registry manifold bill?

1. X
2. L
3. O
4. None

5-27. A numbered seal registered pouch that contains letter bundles should have the manifold bill enclosed in what manner?

1. Under the top piece of the bundle
2. Under the top piece of each bundle
3. Either 1 or 2 above, depending upon whether or not there is more than one bundle enclosed
4. Placed in a P-9 envelope

5-28. A numbered seal registered pouch should be sealed by threading the small plain end of the seal through the bottom of the staple toward and through two grommets of the pouch and then bent back and threaded into the ball of the seal. The seal number should appear in what position on the seal when the pouch is sealed?

1. The outside
2. The inside
3. Either 1 or 2 above, depending upon the position of the number when the seal was threaded through the staple.
4. Part on the inside and part on the outside

- | | |
|----|--------------------------|
| A. | First line on the front |
| B. | Second line on the front |
| C. | Third line on the front |
| D. | Reverse side strip label |

IN QUESTIONS 5-29 THROUGH 5-33, YOU ARE PREPARING A STRIP LABEL FOR A NUMBERED SEAL POUCH. FROM THE LIST ABOVE, SELECT THE POSITION ON THE STRIP LABEL THAT CONTAINS THE INFORMATION LISTED IN THE QUESTION. EACH RESPONSE IS USED AT LEAST ONCE.

5-29. Indicates the destination of the mail pouch.

1. A
2. B
3. C
4. D

5-30. The endorsement REGISTERED.

1. A
2. B
3. C
4. D

- 5-31. The office of origin.
1. A
 2. B
 3. C
 4. D
- 5-32. Your initials and the postmark of your post office.
1. A
 2. B
 3. C
 4. D
- 5-33. The weight of the pouch listed in kilograms
1. A
 2. B
 3. C
 4. D
- 5-34. What devices are used on registered mail pouches or outside pieces to provide information to the air carrier on the method of handling and routing the articles?
1. Airport-coded tags
 2. Airport-coded labels
 3. Either 1 or 2 above, depending upon whether or not the dispatch is an outside piece or enclosed in a pouch
 4. USPS P-9, registry Pouch Bill Envelopes
- 5-35. When completing an outside bill, the PS Form 3854 should be completed in how many copies?
1. One
 2. Two
 3. Three
 4. Four
- 5-36. When preparing an outside bill you should always have what letter preceding the seal number of a registered sealed pouch on the outside bill documentation?
1. J
 2. O
 3. R
 4. S
- 5-37. The original and third copy of a completed PS Form 3854, Outside Bill, for a registered dispatch are disposed of in what manner?
1. They are enclosed along with a pre-addressed return envelope in a EP-9 envelope and attached to the outside of the last registry pouch
 2. They are enclosed along with a pre-addressed return envelope in a EP-11 envelope and attached to the last outside piece in the dispatch
 3. Either 1 or 2 above, depending upon whether or not there are any pouches in the dispatch
 4. They are forwarded separately by USPS indicia regular mail to the destination office of the dispatch
- 5-38. When dispatching registered mail directly to another MPO, how many copies of PS Form 3854 should be prepared?
1. One
 2. Two
 3. Three
 4. Four

- 5-39. You have received a numbered seal pouch containing registered mail. You check the seal number against the accompanying outside documentation to verify what factor?
1. The seal number is the same as listed on the accompanying outside documentation
 2. The registered number listed on the outside documentation has the letter S preceding the number
 3. The seal number on the pouch has not been tampered with
 4. The registered number listed on the outside documentation has the letter O preceding the number
- 5-40. In the event a registered dispatch is received at an MPO without the accompanying documentation, what accounting procedures should be taken?
1. Prepare a substitute PS Form 3854 with the endorsement
ORIGINAL—DUPLICATE NOT RECEIVED
 2. Prepare a substitute PS Form 3854 with the endorsement
DUPLICATE—ORIGINAL NOT RECEIVED
 3. Prepare a substitute PS Form 3877 with the endorsement
ORIGINAL—DUPLICATE NOT RECEIVED
 4. Prepare a substitute PS Form 3877 with the endorsement
DUPLICATE—ORIGINAL NOT RECEIVED
- 5-41. Military postal activities receiving tracer action on registered mail from a dispatching activity should immediately determine if the registered article was received. If received, which of the following procedures should be followed?
1. Immediately contact the dispatching activity by phone, E-mail, or naval message
 2. Sign and return the duplicate form and return it to the dispatching activity
 3. Both 1 and 2 above
 4. Disregard the tracer action and inform no one except your postal officer
- 5-42. When registered mail is received at sea and circumstances prevent the immediate return of a receipt, which, if any, of the following procedures should the receiving ship follow to acknowledge receipt?
1. Send a message to the dispatching ship
 2. As soon as possible forward the paper receipt to the dispatching activity
 3. Both 1 and 2 above
 4. Receipts are not necessary when dispatching registered mail at sea
- 5-43. Registered mail that is being transferred at sea should have flotation gear attached to the container to prevent sinking in case of loss.
1. True
 2. False

- 5-44. The reporting procedure for damaged registered mail depends upon which of the following factors?
1. Whether or not the damaged registered article is personal or official
 2. If depredation or compromise is suspected
 3. Both 1 and 2 above
 4. The source of receipt
- 5-45. The accepting post office should be informed of noted irregularities by using what PS form?
1. PS Form 565
 2. PS Form 1510
 3. PS Form 3826
 4. PS Form 3854
- 5-46. When should you and the witness as receiving clerks sign the inside manifold bill of registered articles?
1. After verifying the seal number of the pouch against the seal number listed on the inside bill
 2. After checking the registered numbers of the enclosed pieces against those listed on the inside bill
 3. After entering the number of articles received
 4. After all the above have been completed
- 5-47. When registered articles received are not listed on the inside bill, which of the following procedures should be followed?
1. Enter the received article number on the bill and coupon with a note of explanation
 2. Immediately contact the dispatching activity by phone, E-mail, or naval message
 3. Return the coupon portion of the bill to the dispatching activity
 4. All of the above
- 5-48. You always prepare a bill and send a duplicate copy to the dispatching office for which of the following situations involving incoming registered mail?
1. A pouch of registered mail contains an improperly completed inside bill
 2. An article listed on the inside bill is not in the pouch
 3. A pouch of registered mail contains no inside bill
 4. All of the above
- 5-49. Official registered mail is receipted for by the mail orderly on what PS form?
1. PS Form 3849
 2. PS Form 3854
 3. PS Form 3877
 4. PS Form 3883
- 5-50. The bill numbers for PS Form 3883 are numbered in sequence starting with number 1 at the beginning of what calendar day?
1. 1 January
 2. 1 March
 3. 1 July
 4. 1 October
- 5-51. What document is used to notify customers that registered personal mail is being held for there pickup?
1. PS Form 3854
 2. PS Form 3849
 3. PS Form 3877
 4. PS Form 3883
- 5-52. When the addressee is unable to receipt for registered mail, the mail may be delivered in which of the following manners?
1. Receipted for by an authorized agent
 2. Receipted for by the addressee's division mail orderly
 3. Receipted for by a MPC
 4. All the above

- 5-53. All damaged personal registered mail should be rewrapped before delivery to the addressee. How should these articles be endorsed?
1. Endorse the rewrapped article RECEIVED IN DAMAGED CONDITION only
 2. Endorse the rewrapped article RECEIVED IN DAMAGED CONDITION and initial and date the endorsement
 3. Endorse the rewrapped article DAMAGED IN HANDLING IN THE USPS only
 4. Endorse the rewrapped article DAMAGED IN HANDLING IN THE USPS and Initials
- 5-54. Registered mail that is received for an individual for whom there is no indication of a due-in date, but there is reason to believe the individual is due to arrive, may be held what maximum number of days?
1. 15
 2. 60
 3. 30
 4. 45
- 5-55. When a registered letter is forwarded to an individual who no longer is assigned to your activity, which of the following steps should NOT be performed?
1. Backstamp the letter once
 2. Draw a single diagonal line through the incorrect portions of the old address
 3. Copy the new address on the face of the letter
 4. Dispatch the letter under a new registration number assigned from your post office
- 5-56. Which of the DD forms listed below should your MPO use to balance the incoming and outgoing registered mail?
1. DD Form 2257
 2. DD Form 2260
 3. DD Form 2261
 4. DD Form 2265
- 5-57. Which of the following determines when an MPO prepares the registered mail balance sheet?
1. Size of the MPO
 2. Hours of operation
 3. Both 1 and 2 above
 4. Number of registered mail transactions
- 5-58. The transfer of accountability between registry clerks, upon change of custody of registered items, is accomplished by using what form?
1. DD Form 2261
 2. PS Form 3854
 3. Either 1 or 2 above, depending upon whether the change in custody is temporary or a permanent transfer
 4. PS Form 3877